



## Greek School of Canberra Student enrolment pack

### Instructions

- complete each page in English
- a new pack is required to be completed by each family annually, including continuing students
- use clear BLOCK letters

### Due dates

- Enrolment pack: 5 February 2024
- **Payment of Fees:** **immediately on enrolment**
- Return either to: school admin staff / teacher / [greekcom.act@bigpond.com](mailto:greekcom.act@bigpond.com)
- ACT CLSA form: 1 March 2024 (original forms must be returned)
- Return either to: school admin staff / teacher

### Questions?

- Contact your teacher (for returning students)
- Contact school admin staff at [greekcom.act@bigpond.com](mailto:greekcom.act@bigpond.com)
- Check out the school website at [www.greekschoolcanberra.com.au](http://www.greekschoolcanberra.com.au) that includes school policies

### IMPORTANT REMINDER

Tuition fees are payable immediately on enrolment – no textbooks or resources will be issued to your child/ren and we cannot guaranteed a placement if fees are not paid before attending your first lesson.

### Have you completed the following?

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## A. STUDENT DETAILS

**Family Name (Surname):**

English spelling:
Greek spelling (if known):

1	New (N) or Continuing (C)	Child's First Name		Gender	Date of Birth	Year at day school (e.g., Yr 1)	Is the student an overseas /visa student?	Preferred day Tuesday or Friday
		English spelling	Greek spelling (if known)					
1								
2								
3								
4								

Please note that whilst we hold classes twice a week and ask for your preferred day, we cannot guarantee your preferred date.

The day of the week a class is offered is subject to change based on enrolment demands. Where this occurs, you will be contacted for further options.

Please ensure your contact details are correctly provided on this form to allow for easy communications with you.



## B. PARENT / CARER DETAILS

Parent/Carer details with whom this student normally lives.

If the school needs to contact a parent/carer, please specify, in order of preference, who to contact.

	Parent 1	Parent 2	Carer
Relationship to student			
Gender			

Title (eg Mr/Ms/Mrs/Dr)			
Family name			
Given name			
Residential address:			
Postal address:			
Home Phone:			
Mobile Phone:			
Email:			
Name to be used for all correspondence.	Yes / No	Yes / No	Yes / No
Who to contact first, second etc			
Name to be used for all billing and school fees:			



## C. EMERGENCY CONTACT

Please nominate two people over the age of 18 years who may be contacted in the event of an emergency if the school is unable to contact the parents/carers listed in Section B.

Please ensure that you have discussed with these people their willingness to be emergency contacts.

If the school needs to contact a parent/carer, please specify, in order of preference, who to contact.

	First Preference	Second Preference
Relationship to student		
Gender		

Title (eg Mr/Ms/Mrs/Dr)		
Family name		
Given name		
Residential address:		
Postal address:		
Home Phone:		
Mobile Phone:		
Email:		
Authorised to provide medical instructions in case of emergency	Yes / No	Yes / No
Confirmation you have discussed and agreed with the person/s to be nomination as emergency contact?	Yes / No	Yes / No



## D. PERSONAL INFORMATION AND DECLARATION OF ACCURACY

The personal information collected on this information form is for purposes directly related to your child's attendance at the Greek School of Canberra (a community languages school), including the processing of applications for grant funding from the ACT Community Languages Schools Program, administered by the ACT Department of Education and its authorised representatives (the 'Department of Education').

Any information provided to the Department of Education will be used, disclosed and stored consistent with the ACT privacy laws. Certain information is required by the Department of Education to meet its obligations in relation to data collection, reporting and the payment of grants. Information may be disclosed to ACT State and Commonwealth government agencies and other organisations for the purposes of confirming the eligibility of students for grant funding and as authorised or required by law.

Information will be stored on a secure electronic database. You may access or correct the information by contacting your child's community language school. The community language school is responsible for advising the Department of Education and of any corrections required to the electronic database. If you have a concern or complaint about the information collected or how it has been used or disclosed you should contact the community language school.

### Your consent and declaration

I have provided information related to the student in this enrolment form.

I consent to providing information contained on this enrolment form to the Department of Education and to confirm the accuracy of the information with other organisations that may also hold information related to the student named on page 1.

I have read the information on this page concerning the collection of personal information.

I declare that the information provided in this enrolment form is, to the best of my knowledge and belief, accurate and complete.

Where I have given personal information about other people I have done so with their authorisation.

I am aware that if information I have given is false or misleading, any decision made as a result of this enrolment form may be changed.

#### Signature of parent/carer

(at least one of the student's parents/carers must sign the enrolment form)

#### Print name

#### Date

 /  / 

Day

Month

Year

#### Signature of second parent/carer

#### Print name

#### Date

 /  / 

Day

Month

Year



## E. PAYMENT OF SCHOOL FEES AND TEXT BOOK FEES

The fees we charge are a small contribution to the overall costs associated with running the school. School fees are important as they are used for areas such as providing:

- Resources such as textbooks, pencils, writing books
- Light dinner meals to each child
- Teacher remuneration
- Costume use for some of the events held.
- Cleaning and general maintenance of the school
- School administration and parent communication
- Safety including online classes when required

Our school fees are compulsory and payable in advance as they are used to fund the school and provide your child/ren with the necessary resources to learn.

Any parents experiencing difficulty in paying tuition fees should contact the school admin at [greekcom.act@bigpond.com](mailto:greekcom.act@bigpond.com) to discuss their situation.

### School fee schedule

Our calendar year school fees are payable before attending classes at the beginning of each semester.

The ACT government provides the Greek School of Canberra a financial supplement under the ACT Community Language Schools program. To access this supplement, parents are required to return the completed form with your child's day school completing the relevant sections.

We ask that parents return their completed forms to us by the due date printed on the form to allow our school to fund your kids learning future.

### Due dates are clearly printed on the form.

This form can be found under the Resources section of our website [www.greekschoolcanberra.com.au](http://www.greekschoolcanberra.com.au) and will be available in print form at the school premises up to the due date for returning the form.

Semester Fees	
1 Child	\$300.00
2 Children	\$400.00
3 Children	\$500.00
4 or more	\$500.00

### Textbook Fees

Tuition fees are generally speaking inclusive of the cost for issuing your child/ren with textbooks. However, until such time as tuition fees have been paid in full, the taking home of textbooks will be withheld or limited.

Where students have taken home textbooks and are then recorded as either having not-attending classes or their enrolment has been cancelled, you will be liable to pay for the **FULL YEAR** tuition fee excluding any discounts immediately.

This is to compensate the school for the loss of teaching resources that have been taken for (effectively) your private use and placing other students at a learning disadvantage.

### Payment of Fees

- Fees are payable before students attend any class
- Non-payment or late payment will forfeit placement until fees are paid in full
- Fees are not refundable under any circumstance including change of mind

### Payment Methods

- Direct Debit into our account:

Payee: Greek Orthodox Community & Church of  
Canberra & District Inc  
Bank: Westpac Bank  
BSB: 032-727  
Account: 179 415  
Reference: your invoice number or student name

- Cash and EFTPOS
- Paynow features on all our electronic invoices

### Your agreement and declaration

- I agree to the school fees including the terms and conditions relating to the ACT Government Subsidy form.
- I agree and acknowledge that the fees are not refundable.
- I acknowledge the rule that if the school fees for my child is not paid on or before the due date, my child will lose his/her place at the school with immediate effect until all arrear fees are paid up.

### Signature of parent/carer

(at least one of the student's parents/carers must sign the enrolment form)

### Print name

### Date

 /  / 

Day

Month

Year



## F. VIDEOS AND PHOTOGRAPHS OF STUDENTS & STUDENTS WORK

Your unconditional permission is sought for the school to make and publish video or photographic images and/or samples of your child and/or your child's work taken during school activities.

If you give permission, the school may make and publish the images internally (such as an intranet) and on externally sites such as newsletters and websites or on social media platforms such as facebook, twitter and youtube.

If published externally to an open website or publication, third parties would be able to view your child/children, their videos, photographs and works.

By signing the attached consent form you agree to the following:

- The school will only publish the first name of the student where names are required. Family names will not be revealed where practical.
- The images or work samples would be used for the purpose of educating students, promoting the school, or promoting public education.
- The images or work samples may be reproduced as many times as required for these purposes and you will not be compensated for the use or reproduction.
- Any video or photograph captured by the school will be kept for no longer than is necessary and will be stored and disposed of securely.

Your consent will remain effective until such time as you advise the school in writing otherwise.

### Where permission is not provided or missing

You may choose to decline providing us with unconditional permission to make and publish video or photographic images and/or samples of your child and/or your child's work taken during school activities. We will make effort to ensure that your choice is respected and this may result in your child/ren being removed from our photos or video by various editing methods.

Silence or choosing not to complete this consent form does not indicate that you have declined providing unconditional permission. By continuing your enrolment and doing other such activities will provide us with permission until such time as you advise the school in writing otherwise.

### Acknowledgement of limitations to control media and third parties

Whilst effort will be made to protect the identity of your child, we cannot guarantee that your child will not be able to be identified from the video, photograph or work sample.

Some of the external sites we do not administer and therefore do not have control over the subsequent use of videos, photographs and works, these sites include but are not limited

to government agencies and their authorised representatives, news-outlets, the archdioceses various websites and social media platforms, facebook, twitter, youtube etc. Your consent will acknowledge and accept this unconditionally as allowed under consent and privacy law permits.

We also wish to strongly communicate that whilst we will make effort to protect the identity of your child, that there are limitations of being able to control other persons from taking pictures and/or videos. This includes the inability to limit security and surveillance equipment used in a legally acceptable manner by proprietors or the law enforcement agents, other parents, parent guests and the general public.

### Your agreement and declaration

I agree to the videoing or photographing of my child during school activities for use by the school in educating students and promoting the school and public education. I also agree to the publication of these images or samples of work of (insert child's name):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

in ways including, but not limited to, public web sites or intranet web sites of the Department of Education, school newsletters (print and online), magazines and the local newspaper. I will notify the school if I decide to withdraw this consent.

I decline however acknowledge privacy limitations

### Signature of parent/carer

(at least one of the student's parents/carers must sign the enrolment form)

### Print name

### Date

		/			/				
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Day

Month

Year



## G. STUDENT MEDICAL INFORMATION (INCLUDING ALLERGIES)

### Privacy Statement

We collect this medical information in order to address the medical needs of students during school hours as well as during excursions or other school activities. We will not use this information to make a decision about a prospective student's eligibility for enrolment.

The information will only be used by authorised employees of the school and will only record, use and disclose the medical information in accordance with the relevant Privacy Acts.

It is essential that we are advised before the student's first day of attendance if they have any medical conditions. We must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should your child/ren need to take medication during school hours, an Individual Health Plan, including an Emergency Health Plan (if relevant), or Authority to Administer Medication Form will need to be completed each year and provided to us. Please contact us before the first day of school to discuss in further detail.

Name	Child 1	Child 2	Child 3	Child 4
No known medical conditions (tick)				
Does the student have any of the following impairments that are under medical management? If No, go to next medical question				
Hearing				
Speech				
Vision				
Mobility				
Do you require any medical aids or devices (such as hearing aids or prosthetics)? This is for the purpose of informing				
Aid 1				
Aid 2				
Aid 3				
<b>Asthma</b>				
Do you have Asthma?				
Has an Asthma Management Plan been provided to the School?				
Does the student take medication?				
Is the medication taken regularly or only in response to symptoms?				
Who administers the medication?				
<b>Allergies or intolerances</b>				
Do you have allergies?				
What allergies do you have? Please provide clear details				
Gluten intolerance				
Nuts or Peanuts				
Fish or seafood				
Eggs				
Other (specify)				
Have you ever needed an adrenaline (epinephrine) injection?				
Last date this occurred				
Has an Allergy Management Plan been provided to the School?				





Name	Child 1	Child 2	Child 3	Child 4
<b>Learning difficulties (such as dyslexia, ADHD, autism)</b>				
Do you have any learning difficulties? Please provide details				
Has an Individual Learning Plan been provided to the School?				
Does the student take medication?				
Is the medication taken regularly or only in response to symptoms?				
Who administers the medication?				
<b>Other medical conditions (such as seizures/epilepsy, diabetes)</b>				
Condition 1				
Condition 2				
Condition 3				
If present, has a medical management plan been provided to the school?				
Does the student take medication?				
Is the medication taken regularly or only in response to symptoms?				
Who administers the medication?				



## H. COURT ORDERS AND FAMILY ARRANGEMENTS

### Out of home care arrangements

Under the Child Protection Act 1999, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

Name	Child 1	Child 2	Child 3	Child 4
Do you identify as residing in out of home care?				
If yes, what are the dates of the court order? Please provide a copy of the court order and/or authority to care				
Start date				
End date				
Contact details of child safety officer (if known)				
Name				
Phone number				

### Family Court Orders

Are there any current orders made pursuant to the Family Law Act 1975 concerning the welfare, safety or parenting arrangements?

If yes, what are the dates of the court order? Please provide a copy of the court order				
Start date				
End date				

### Other Court Orders

Are there any other current court orders, such as domestic violence order, concerning the welfare, safety or parenting arrangements?

If yes, what are the dates of the court order? Please provide a copy of the court order				
Start date				
End date				